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**DISTRICT COURT ADMINISTRATION
FOURTH JUDICIAL DISTRICT
227 SOUTH 6th STREET, 4th FLOOR
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MEMO

To: All D4 Attorneys

From: Kent V. Wirth

Effective July 1, 2013, the Clerk of Court offices in the Fourth District will have the option to begin scanning files in preparation for Electronic Document Management Systems (EDMS). Priority when scanning cases will be given to those cases that appear on any court schedule after the county is set to begin using EDMS (the counties go live date). The ultimate goal will be to have all files that are on a schedule after the implementation date scanned. Scanning these files will allow the judges and court personnel to view the documents. Due to the redaction policies it will not be possible for attorneys or the public to view documents filed prior to the implementation date.

Pottawattamie	Implementation date Sept. 17, 2013
Audubon	Implementation date Nov. 13, 2013
Cass	Implementation date Nov. 13, 2013
Harrison	Implementation date Nov. 13, 2013
Shelby	Implementation date Nov. 13, 2013
Mills	Implementation date February 12, 2014
Montgomery	Implementation date February 12, 2014
Page	Implementation date February 12, 2014
Fremont	Implementation date February 12, 2014

Attached is a copy of the Administrative Order that will be docketed and filed when a case is scanned. The Administrative Order will not be sent out to counsel or any self-represented parties. Approximately two weeks prior to the go live date for each county, you will receive a notice "NOTICE REGARDING ELECTRONIC FILING" that the case has been turned on and is ready for electronic filing.

I want to emphasize this scanning is being done in preparation for EDMS. It does not mean the Clerk's office is ready to accept electronic filings. All counsel and self represented parties will receive notice a case has been converted prior to the EDMS implementation date.